

**U.S. CUSTOMS SERVICE
OFFICE OF STRATEGIC TRADE
REGULATORY AUDIT DIVISION**

**ADVANCE CONFERENCE MEETING
CONFIRMATION LETTER
(Example)**

Note: This letter is intended only as an example and should be modified as appropriate for each compliance assessment. A similar letter should be used as an engagement letter to be sent to the importer prior to the entrance conference.

June XX, 1999

Dear Mr. ABC:

This letter confirms arrangements made on June 2, 1999, by Mr. John Doe, for the Compliance Assessment Team members to meet with you on July 10, 1999.

During the next few months, we will be conducting a compliance assessment of your company's Customs transactions occurring during the most recently completed fiscal year. A compliance assessment is a type of importer audit performed by a Customs compliance assessment team (CAT). The CAT uses various audit techniques, including statistical testing of import and financial transactions, to determine whether the importer (1) meets an acceptable level of compliance with Customs laws and regulations during the period under review, and (2) has documented customs internal controls. The results of the compliance assessment are used to recommend a compliance risk category for the company. If our review of your Customs transactions and your internal controls over those transactions indicates a risk to Customs of future noncompliance with laws and regulations, we will work with you to improve your systems.

At the conference we will explain the compliance assessment process and what your company can expect during the audit. We will provide you with the audit program and other documents (CAT KIT) the audit team will use to conduct the compliance assessment. This offers you an opportunity to evaluate your Customs systems and file a prior disclosure if needed.

Customs conducts compliance assessments as part of its responsibility under the Customs Modernization Act (Mod Act) passed in December 1993. The Mod Act is based on two tenets, shared responsibility and informed compliance. Shared responsibility means that importers and Customs have a mutual responsibility to ensure compliance with trade and Customs laws. The purpose of informed compliance is to maximize voluntary compliance. Under informed compliance, Customs and importers work together to assure that the importer's internal and management systems are adequate to achieve and maintain an acceptable level of compliance with Customs regulations. During our meeting, we will explain how Customs evaluates importer compliance and what is expected of the importer if compliance is unacceptable. Our compliance assessment will be conducted in accordance with the provisions of the Tariff Act of 1930, Title 19 United States Code, Section 1508 and 1509.

March 30, 2001

We look forward to meeting with you and your staff on July 10. If you have any questions, please call John Doe, Compliance Assessment Team Leader, at (310) 980-4320. If at any time during the compliance assessment you find it necessary to contact John Doe's supervisor, or me, we can be reached at (310) 980-4320.

Sincerely,

Field Director
Regulatory Audit Division